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Small Business Growth & Sustainability Incentive Program

The Monahans Economic Development Corporation (MEDC) recognizes the importance of retaining and strengthening locally owned businesses. The Small Business Growth & Sustainability Incentive Program is designed to assist existing businesses with investments that improve operations and safety concerns, maintain compliance with building requirements, and encourage long-term business success within the City of Monahans.

Project Overview

This Small Business Growth & Sustainability Incentive Program provides reimbursement assistance for qualified improvements and equipment purchases that help a business remain open, expand operations and better serve the residents of Monahans. The program provides a matching reimbursement grant of up to fifty percent (50%) of eligible project, not to exceed ten thousand dollars (\$10,000) per business. Applicants are required to contribute a minimum of fifty percent (50%) of the total eligible project cost.

Criteria Eligible

To participate in the program, applicants must meet the following requirements:

- Be located within the Monahans city limits.
- Be registered and active with the Texas Comptroller of Public Accounts.
- Be current on all municipal utility accounts and property taxes.
- Hold all required licenses and permits.
- Have operated at the current location for a minimum of six (6) months.
- Own the property or provide written authorization from the property owner for improvements.

Eligible Projects

Funding may be used for projects including, but not limited to:

Equipment Purchases

- Commercial kitchen equipment
- Manufacturing equipment
- Retail fixtures and displays
- Point-of-sale systems
- Office equipment
- Refrigeration and freezer units
- Tools and machinery
- Technology upgrades
- Business-related specialty equipment

Building Improvements

- Electrical upgrades
- Plumbing repairs
- HVAC replacement or repairs
- Roof repairs
- Structural repairs
- Foundation repairs
- Fire suppression Improvements
- ADA accessibility improvements
- Code compliance improvements
- Health and Safety improvements
- Repairs required to pass inspection
- Interior Improvements necessary for business operations

Ineligible Expenses

The following are ***not eligible***:

- Payroll or employee wages
- Inventory
- Rent or lease payments
- Utilities
- Marketing or advertising
- Vehicles or trailers
- Working capital
- Debt repayment
- Professional fees
- Routine maintenance
- Improvements completed before MEDC approval
- Residential improvements

Procedures

Applicants must follow the following steps:

- Confirm Eligibility- Review program requirements.
- Consult with MEDC Executive Director- Discuss project scope and obtain application.
- Submit a completed application during open application period- Include plan, cost estimates, photographs and proof of tax compliance.
- MEDC Review- The MEDC will evaluate the project's compliance with guidelines and program objectives.
- Approval & Agreement- Approved applicants will receive a Notice to Proceed along with a signed Business Growth & Sustainability Agreement.
- Project Timeline- Work or purchase must begin within 45 days of the Notice to Proceed. Extensions may be granted on a case by case basis.
- Inspections- MEDC will inspect work to ensure compliance with approved project plans.
- Reimbursement- Applicant must submit paid invoices and proof of payment. MEDC will issue reimbursement after completion.
- Signage Requirement- Applicant must display MEDC Partnership signage in a visible location.

Reimbursement Process

After project completion, applicants must submit:

- Reimbursement Request
- Paid invoices
- Proof of payment
- Before-and-after photographs (if applicable)
- Copies of permits and inspections (if required)
- Final project documentation requested by MEDC

MEDC staff will conduct a final inspection before reimbursement is processed.

Reimbursement will be issued after verification that all program requirements have been met.

Applicant Responsibilities

Recipients agree to:

- Maintain business operations within Monahans for a minimum of two (2) years after reimbursement.
- Maintain the funded equipment and improvements.

- Allow MEDC representatives to access for project inspections.
- Acknowledge MEDC participation in promotional materials when requested.

Failure to meet these requirements may require repayment of incentive funds.

Funding Availability

Approval of this incentive is contingent upon:

- Availability of MEDC funding
- Approval by the MEDC Board of Directors
- Compliance with all program guidelines

Projects will be evaluated based on:

- Long-term benefit to the business
- Job retention and creation
- Improvement to business operations
- Public health and safety impact
- Compliance with building codes
- Economic impact to the community
- Availability of program funds

The MEDC reserves the right to approve, deny, or partially fund any application

The Small Business Growth & Sustainability Incentive Program is intended to help existing businesses remain successful, overcome operational challenges, modernize facilities, comply with building and safety requirements, and continue investing in the Monahans community. By assisting local businesses with capital improvements and equipment purchases, MEDC is investing in job retention, business expansion, and the long-term economic vitality of Monahans.